

#	Questions	Answers
1.	How do we get the tender document?	Tender document are available from 08th July 2020 for free download from National Treasury's eTender Publication Portal - http://www.etenders.gov.za and ACSA Tender Bulletin website - http://www.airports.co.za/business/tender-bulletin/current-and-future-tenders . Kindly print and complete.
2.	Is the above-mentioned tender open for everyone or only companies based in Cape Town?	This tender is open for all companies in South Africa. However, the company that does not have an office in the Cape Town district must commit to open an office in the district within 3 months by submitting an affidavit.
3.	Can we submit the bids electronically or it is only physical?	Bids must be submitted in physical format at the following address: Cape Town International Airport Southern Office Block Ground Floor Electronic documents will not be accepted.
4.	Turnaround times to for clarifications	Clarifications will be responded to all interested bidders on a weekly basis (Every Friday until closing date for clarifications)
5.	If we do not have any experience what chances do we have on getting the tender	Bidders must meet the minimum score each functional evaluation sub criterion as outlined in the tender document. Failure to meet the minimum, the bidder will be disqualified.

6.

1. Pg 117- Please can you provide hourly calculation and confirm hours per month

General Labour by Shift	Hours per month per resource (Measured in Number)	Resource rate/hour	Total Amount per Resource per Month	Number of Resources	Monthly Rate per Resource (Total amount per resource per month)	Total monthly fee
06:00am – 06:00pm per shift	166.71			84	R	R
07:00am – 16:30pm Mon – Fri	184.03			10	R	R
09:00am – 06:00pm per shift	184.03			14	R	R
18:00pm – 06:00am per shift	166.71			96	R	R
18:00pm – 06:00am per shift (Mon-Fri)	166.71			20	R	R
Total					R	R

- Please provide a fee breakdown in terms of human resource cost
- Failure to quote using hourly rates that are compliant with gazetted minimum labour rates may lead to disqualification from further evaluation
- This fee will be inclusive of public holidays, weekends and overtime
- Payment will be subject to proven costs – monthly reconciliation of invoice to staff attendance
- Hourly Calculations
 - Straight Day Shift (8.5* Hour workday)
 - 42.5 Hours per week x 4.33 weeks = 184.2 Hours per Month
 - Shift workers (11* Hour work shift)
 - 11*Hours per shift x 7 Days per week = 77 Hours per week
 - 77 Hours per week x 2.165 weeks = 166.71 Hours per month
 - *Shift hours indicated here exclude break time

1.1. General Labour Costs (please apply the hourly rate from table 1.5.1 -Cleaning Service Labour Rate breakdown)

General Labour by Shift	Hours per month per resource (Measured in Number)	Resource rate/hour	Total Amount per Resource per Month	Number of Resources	Monthly Rate per Resource (Total amount per resource per month)	Total monthly fee
06:00am – 06:00pm per shift	166.71			84	R	R
07:00am – 16:30pm Mon – Fri	184.03			10	R	R
09:00am – 06:00pm per shift	184.03			14	R	R
18:00pm – 06:00am per shift	166.71			116	R	R
Total					R	R

- Please provide a fee breakdown in terms of human resource cost
- Failure to quote using hourly rates that are compliant with gazetted minimum labour rates may lead to disqualification from further evaluation
- This fee will be inclusive of public holidays, weekends and overtime
- Payment will be subject to proven costs – monthly reconciliation of invoice to staff attendance
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• **PLEASE NOTE** *ACSA reserves the right to revise the number of staff requirements in line with changing operational requirements.

7.	<p>Kindly advice on the following...</p> <p>TENDER DATA</p> <p>Clause Number: F.2.13.3 Each tender offer communicated on paper shall be submitted as an ORIGINAL plus One COPY in a separate and sealed envelopes as well as an ELECTRONIC COPY on a memory stick.</p> <p>Clause Number: F.2.13.6 A two-envelope procedure will not followed.</p>	<p>Correct clause - Clause Number: F.2.13.3 Each tender offer communicated on paper shall be submitted as an ORIGINAL plus One COPY in a separate and sealed envelopes as well as an ELECTRONIC COPY on a memory stick.</p> <p>Incorrect clause - Clause Number: F.2.13.6 A two-envelope procedure will not followed.</p> <p>An addendum will be issued to delete Clause Number: F.2.13.6</p>
8.	<p>What is the impact on staff numbers due to scaled down operations due to COVID 19? How will it have an impact at the beginning of the contract?</p>	<p>Due uncertainty of COVID 19, the number of staff on the BOQ section of the tender document are based on pre-COVID staff complement. The impact of the pandemic has resulted in significant reduction of staff numbers. Bidder must note that at inception of the contract, the number of staff members required then will be based on the operational requirement as stated in the contract.</p>
9.	<p>Pg12- It states that CV's of all key personnel, but page 36-40 only have 5 schedules to be complete. There are 1 x Site manager, 2 x shift manager and 16 Supervisors.</p>	<p>We only require CV's of the key personnel as per page 36-40 schedule i.e SITE MANAGER, SHIFT MANAGER, STOREMAN, SUPERVISOR x2. We will not be evaluating all 16 supervisors.</p>
10.	<p>2.1-2.7- Can I confirm that you only need 1x CV of the following key personnel and that we must only complete 5 schedules?</p> <ol style="list-style-type: none"> 1. Site Manager 2. Shift Manager 3.Storeman 4.Supervisor 1 5. Supervisor 2 	<p>Bidders are required to complete the Summarised CVs for all key personnel and submit detailed copies of relevant CVs and certified copies of certificates and qualifications.</p> <p>We only require CV's of the key personnel as per page 36-40 schedule i.e SITE MANAGER, SHIFT MANAGER, STOREMAN, SUPERVISOR x2.</p>

11.	<p>Pg. 77 2.1.35. Confirmation of an office in the Cape Town District:</p> <p>Please can you clarify what proof of address will be acceptable.</p>	<p>Proof of address of office in the airport's municipal area/ Commitment to establish offices in Municipalities in vicinity of the airport – Cape Town district (or affidavit),</p> <p>Utility Bill addressed in the bidding entity's name i.e Electricity Bill, Property / Water Rates, Telephone Bill and Creditors Billing Advice, Lease Agreement or similar.</p>
12.	<p>Our company has an office in Cape Town, but all our billing is centralise to our HO in Gauteng, thus no billing is send to the Cape Town address. We don't have any proof of address except our CSD registration documents and out IT vendor agreement. Will this be suffice or should we rather opt for an affidavit?</p>	<p>Proof of address of office in the airport's municipal area/ Commitment to establish offices in Municipalities in vicinity of the airport – Cape Town district (or affidavit),</p> <p>Utility Bill addressed in the bidding entity's name i.e Electricity Bill, Property / Water Rates, Telephone Bill and Creditors Billing Advice, Lease Agreement or similar.</p>
13.	Is this tender for Gauteng or Cape Town?	Cape Town International Airport